



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull
Governor

John L. Clayton
Director

October 17, 2002

WORKFORCE INFORMATION MEMO (WIM) #18-02

**TO: Local Workforce Investment Board Members and Staff
All Local Workforce Investment Area Program Directors**

SUBJECT: Survey of All Local Workforce Investment Areas (LWIAs) Concerning Training and Technical Assistance Needs

The Workforce Development Administration (WDA) has recently retained Richard Harris, a Workforce System Consultant, to design and conduct surveys that will assist in identifying the need for Workforce Investment Act (WIA) related Training and Technical (TAT) among the state's Local Workforce Investment Areas (LWIAs). As you may be aware, we previously enlisted Mr. Harris' help in conducting local area surveys during the summer of 2001. The upcoming survey process is an initial step in the design of a comprehensive, statewide TAT Plan that will establish the groundwork for building staff capacity, broadening information resources, and improving performance outcomes at the state and local level. To specifically identify the TAT strategies that will move us toward these goals, we have asked Mr. Harris to personally interview board members, as well as staff at multiple levels within the state's workforce development system. The survey instruments Mr. Harris has designed require brief responses, yet they allow us to better identify and prioritize specific areas of local program administration that require state assistance.

We would greatly appreciate your cooperation in allowing Mr. Harris access to individuals responsible for delivery of WIA-related services at all levels within your organization. Please contact Ms. Pat Gregan, Manager of Planning and Program Development at (602) 542-2490 if you have questions.

Sincerely,

Stan Flowers
Program Administrator (Actg)
Workforce Development Administration

SF:PG:kds

c: Richard Harris, Consultant